



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,258 - \$2,745

FINANCIAL ANALYSIS DIVISION

300 S. Spring Street, Los Angeles

The Department of Insurance is seeking an experienced employee to provide secretarial and clerical support to the Financial Analysis Division Chief.

RESPONSIBILITIES: Under the general supervision of the Division Chief, the incumbent will perform a variety of secretarial and technical support functions using a high degree of initiative, independence, and originality. Typical job duties include but are not limited to: handling special administrative assignments; typing letters and reports of highly complex and sensitive nature; maintaining the Division's subject files; planning travel and meeting arrangements; preparing itinerary for Division Chief and Bureau Chiefs; maintaining appointment calendar; screening and referring phone calls to appropriate parties; monitoring corporate affairs application filings; keeping track of assignments referred to analysts and/or Bureau Chiefs for completion; and performing other duties as assigned.

DESIRABLE QUALIFICATIONS: The successful candidate should possess the ability to exercise a high degree of initiative and independence; ability to prioritize multiple assignments efficiently and work well under pressure; possess excellent typing, editing, and computer skills; excellent public relations and interpersonal skills; and experience in preparing travel expense claims and Form 5. The ability to maintain a courteous and professional demeanor at all times is highly desirable.

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Technician level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Shari Yamamoto, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor; Sacramento, CA 95814. *Please indicate "OT (T), #369-1139-001" on the State application.* For additional information, please call (916) 492-3418.

FINAL FILING DATE: **July 17, 2000 or until filled**

NOTE: **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

7/6/00